

SUPPLIER MANUAL

Public Document ☒

PREFACE - LETTER TO SUPPLIERS

We are proud of our long history as a leader in a key clean energy solution, driving the world towards sustainability. We encapsulate our mission by designing, manufacturing, installing and servicing within the onshore wind industry. To support this, it is essential that all levels of our value supply chain share in this vision and adhere to the common guidelines set forth.

Dear Contractor, Dear Supplier, Dear Nordex Community,

At Nordex Group, one of the world's largest onshore wind turbine manufacturers, we have built a global reputation supporting a sustainable future. Our success is due to the passion, expertise, and commitment to our core values of integrity, respect, collegueship, and ownership as shared with our, current and potential, valued suppliers.

To ensure we are aligned in our everyday operations and throughout our value chain, please find enclosed the underlying expectations to set forth a strong business relationship with the aim of fostering collaboration. Together we strive to continuously improve and deliver, upholding outstanding levels of quality, health, safety, and environmental protection.

Thank you for your cooperation and unwavering efforts to our collective achievements.

Sincerely yours,



Wim Geldhof

Chief Procurement Officer



Supplier Manual

AIM, PURPOSE AND APPLICABILITY

1. AIM

This manual's objective is to set a common framework for all levels within the supply chain. To achieve continuous improvement, the Nordex Group expects our suppliers to work with us in a spirit of trust, cooperation, and teamwork.

2. PURPOSE

This document provides a transparent foundation of how the Nordex Group and suppliers collaborate. To minimize repetition, other processes and guidelines are referenced within, focusing on broad concepts and expectations.

The aim is to establish a mutual understanding between suppliers and the Nordex Group on key topics that set the intention for the partnership.

Note that "Nordex Group" and "Nordex" referenced throughout, includes Nordex SE and all subsidiaries.

Additionally, where a process, policy, or regulation is mentioned, the latest revision of such is to be referenced.

3. APPLICABILITY

Should individual provisions of this manual be wholly or partially legally invalid or unenforceable or lose their legal validity or feasibility later, the validity of the remaining provisions remains unaffected. The same applies as far as a regulatory gap occurs. Ineffective or unenforceable provisions or loopholes should be replaced by an appropriate provision that comes as close as possible to the regulatory content of the original provision.

In case of possible contradictions between the supplier manual and individual contractual provisions, the individual contractual provisions take precedence.

VALIDITY

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Supplier Manual

TABLE OF CONTENT

PREFACE - LETTER TO SUPPLIERS	1
AIM, PURPOSE AND APPLICABILITY	2
1. Abbreviations and Terms	5
2. Code of conduct principles & compliance	6
2.1 Environmental Protection	6
2.2 Hazardous Materials/Conflict Minerals	6
2.3 Human Rights, Anticorruption, Diversity & Inclusion	7
2.4 Health & Safety	7
2.5 Whistle Blowing System	8
3. Confidentiality	8
3.1 Data Protection	8
3.2 Cybersecurity	8
4. Communication	9
4.1 Communication Channels:	9
4.2 Supplier Interaction Principles	9
5. Purchasing	10
5.1 Customs, Tax & Invoicing	10
5.2 Insurance	11
6. Material Management	11
6.1 Order Process & Confirmation	11
6.1.1 Release Management Rules	12
6.2 Delivery Reliability	13
6.2.1 Supplier Performance Evaluation	13
6.3 Traceability	14
6.4 Contingency Plan	14
6.5 Delay Claims Process	14
6.6 End of Production Management	15
7. Quality Management	15
7.1 Supplier Quality System	15
7.2 Supplier Audit	15
7.3 Advanced Product Quality Planning	16
7.4 Production Part Approval	16
7.5 Technical Change Management	16
7.6 Handling of Complaints	17
7.7 Deviation Requests	17



Supplier Manual

7.8	Supplier Evaluation	18
8.	Logistics	18
8.1	General Packaging Requirements	18
8.2	General Labelling Requirements	19
9.	Closing Remarks	21
10.	Associated documents	22

1. ABBREVIATIONS AND TERMS

Abbreviation/Term	Description
APQP4Wind	Advanced Product Quality Planning for Wind Industry
ASN	Advance Shipment Notice
B2B	Business to Business
CAD	Computer Aided Design
DDP	Delivered Duty Paid
EAN	European Article Number
EDI	Electronic Data Interchange
ERP	Enterprise Resource Planning
ESD	Electrostatic Discharge
ETA	Estimated Time of Arrival
EU	European Union
FMEA	Failure Mode and Effects Analysis
FPA	Framework Purchasing Agreement
GHG	Greenhouse Gas
GPC	General Purchasing Conditions
GTL	Global Transport Label
HSE	Health and Safety
IEC	Institute for Credentialing Excellence
ISMS	Information Security Management System
ISO	International Standardization Organization
NDA	Non-Disclosure Agreement
OHSAS	Occupational Health and Safety Assessment Series
OTIF	On Time in Full
PO	Purchase Order
PPAP	Production Part Approval Process
QAA	Quality Assurance Agreement
QHSE	Quality, Health, Safety, and Environment
QMS	Quality Management System
SA	Schedule Agreement
SAP	Systems, Applications and Products data processing platform
SCAR	Supplier Corrective Action Request
SNC	Supplier Network Collaboration
SOP	Standard Operating Procedures
UCC	Union Customs Code
VAT	Value Added Tax

2. CODE OF CONDUCT PRINCIPLES & COMPLIANCE

Ethics determine our course. This summarizes the values under which Nordex Group are bound, based on the principles of compliance, integrity and ethical behavior. They apply to all employees, contractors, and suppliers.

As part of this, the Nordex Group expects from its contractors and suppliers – throughout its complete business relationship with them – integrity and ethical law-abiding behavior as well as strict adherence to the binding principles set out in the Nordex Group Code of Conduct for Contractors and Suppliers.

2.1 Environmental Protection

Fundamentally, suppliers must comply with the requirements laid out in the Nordex Group Code of Conduct for Contractors and Suppliers. This manual is designed to provide a more detailed description for those requirements.

Nordex Group is dedicated to protecting the environment and promoting sustainability in all aspects of our operations. We expect our suppliers to share this commitment and to comply with all relevant internationally accepted regulations and standards (e.g. ISO 14001 or national equivalent).

Suppliers should:

- Maintain a suitable and systematic approach to environmental management (e.g., in accordance with ISO 14001), and to achieve continuous improvement.
- Improve energy efficiency in their operations, reduce greenhouse gas emissions, and conserve natural resources.
- Identify opportunities to reduce environmental impact and improve sustainability throughout our supply chain.
- Manage waste and reduce the amount they generate, including implementing recycling and composting programs. This can be achieved through the use of waste reduction strategies, such as reuse and recycling strategies.
- Use sustainable materials wherever possible, such as recycled, low-emission, reusable, biodegradable, or bio-based content materials.
- If applicable, provide information on the origin of the raw materials and their use in their products.
- Deliver statistics about the share of renewable energy suppliers are using
- Share data on available product and/or corporate carbon footprint.
- Set science-based targets for reducing GHG emissions and inform Nordex about the targets they have in place.

2.2 Hazardous Materials/Conflict Minerals

Fundamentally, suppliers must comply with the requirements laid out in the Nordex Group Code of Conduct for Contractors and Suppliers. This manual is designed to provide a more detailed framework for those requirements.



Supplier Manual

Suppliers shall manage chemicals safely and responsibly, including reducing the use of hazardous chemicals and implementing safe disposal practices. This can be achieved through the use of safer alternatives to hazardous chemicals, and through the implementation of chemical management programs.

Nordex Group is committed to protection of the environment and reporting of its global impact under the EU Taxonomy regulations. In order to achieve this, Nordex Group maintains a Hazardous Materials Corporate standard, which identifies a black list of Hazardous materials which are not allowed to be used in the manufacture of its products. A further grey list identifies materials which may only be used with specific controls in place under permission from Nordex Group.

Nordex Group suppliers are required to adhere to this Corporate Standard.

2.3 Human Rights, Anticorruption, Diversity & Inclusion

Fundamentally, suppliers must comply with the requirements laid out in the Nordex Group Code of Conduct for Contractors and Suppliers. This manual is designed to provide a more detailed framework for those requirements.

Nordex Group is committed to respecting human rights and values of Integrity, Respect, Collegueship and Ownership. Human Rights policy is a public document accessible via Nordex Group website.

Nordex Group expressly prohibits any form of child or forced labor, any form of corruption, discrimination, harassment or retaliation.

Nordex Group work culture is based on dignity and respect. Individually and collectively, we share the responsibility for treating each other with these qualities regardless of title or level. The Diversity & Inclusion policy is a public document accessible via Nordex Group website.

2.4 Health & Safety

Fundamentally, suppliers must comply with the requirements laid out in the Nordex Group Code of Conduct for Contractors and Suppliers. This manual is designed to provide a more detailed framework for those requirements.

Safety is a core value for Nordex Group, we expect our suppliers to maintain a suitable and systematic approach to Health and Safety (e.g., in accordance with ISO 45001/OHSAS 18001, or national equivalent), designed to ensure compliance with all applicable laws and regulations and to achieve continuous improvement.

In addition, our Life Saving Rules have been developed to underline our commitment to safety and more importantly, to act as a safeguard for our own employees and subcontractors.

- To achieve that, we expect our suppliers to be committed to: ensuring that our high standards of HSE are also applied and adhered to by our partners, contractors and suppliers. Building strong relations and partnerships for mutual benefits, with specialist external companies where in-house resources are unavailable.



Supplier Manual

- Ensuring the Health and Safety of their employees and the protection of the environment in their activities. Promoting physical and mental wellbeing in the workforce. Furthermore, we expect them to adhere to our 10 Life Saving Rules.
- Ensuring sufficient resources and empowered employees at all levels, who understand their responsibilities in relation to HSE.
- Ensuring that risks related to HSE are identified, minimized or eliminated at an early stage, through regularly measuring our performance using leading and lagging indicators.

The Nordex Group QHSE Policy is a public document accessible via Nordex Group website. The values contained therein are the ones that we seek to uphold and expect our supply chain to do the same.

2.5 Whistle Blowing System

Employees of our business partners can report compliance violations regarding the Nordex Group's business activities via the „notify!“ whistleblowing system, which can be found on our homepage <https://www.nordex-online.com/en/company/compliance/>. Each report will be handled confidentially, independently and objectively. We take whistleblower protection very seriously and the reporter will remain anonymous, unless they so choose otherwise.

3. CONFIDENTIALITY

3.1 Data Protection

The supplier commits to keeping confidential information that is mutually obtained, and in particular not to divulge it in any form to third parties. The supplier shall ensure that all employees affected are also under this obligation. The supplier undertakes to comply with applicable data protection law.

If required, Nordex Group may request that a separate non-disclosure agreement (NDA) be signed by suppliers.

3.2 Cybersecurity

We recognize the potential risks associated with cyber threats and data breaches, and we take these risks very seriously. By implementing an effective Information Security Management System (ISMS), suppliers can help us maintain the security and integrity of our wind turbine fleet and protect against potential cyber-attacks.

As part of our commitment to maintaining a secure and reliable wind turbine fleet, we require that any component or industrial control system that is connected to, processes, or transfers information (data) through Nordex systems and/or wind turbines shall be preferably from a vendor with an ISMS in place such as ISO 27001. On top of this, technical wind-farm components and software shall be subject to IEC 62443 cyber security practices, with the corresponding scope and security/maturity level to the provided scope of service.



Supplier Manual

In the event that Nordex requests it, the supplier shall provide all information needed to support and enable conformity with applicable regulatory requirements.

4. COMMUNICATION

To ensure effective communication, it is imperative that the supplier and the assigned procurement and operational departments of the Nordex Group work together on all commercial and technical matters.

The Nordex Group expects suppliers to communicate in a timely and professional manner. This includes responding timely through any communication channel, providing accurate and complete information, and keeping us informed of any issues or delays that may impact our schedule.

As a global company, to ensure clear and effective communication, the Nordex Group has established English as the standard language for all communications with our suppliers. Therefore, all correspondence, including emails, phone calls, and written documents, shall be conducted in English unless otherwise agreed upon by both parties.

Suppliers should ensure that they have provided the Nordex Group with up-to-date contact information and notify in case of any changes.

4.1 Communication Channels

The Nordex Group uses various channels for procurement-related data exchange with its suppliers. These include classic EDI via B2B platform, which is Nordex preferred communication channel, however, if unavailable, other means such as telephone, email, SNC (Supplier Network Collaboration) etc can be used.

Through the system connection, both the Nordex Group and the supplier always receive the latest data regarding delivery schedule processing/order processing, order confirmations, and delivery status.

The choice of which type of connection is favored is a case-by-case decision and depends on the technical conditions of the supplier. This must be mutually agreed between Nordex and the supplier.

4.2 Supplier Interaction Principles

To support cooperation, a brief list of principles regarding the coordination between suppliers and the Nordex Group material planners has been outlined.

- Ensure the latest contact details (including in case of emergency) of all key stakeholders are exchanged.
- Clear proactive and predictive commitment to communication, including but not limited to updates from either Party (e.g. Nordex factories, forecast analysis), delivery uncertainties or risks informed a minimum of 4 weeks prior to shipment date (surprise delays are unacceptable).



Supplier Manual

- Openly review performance history, as necessary analyze patterns (no matter how sensitive), provide and execute improvement plans.
- Dedicate time for a 1-on-1 meeting to clarify and align.
- If not engaged actively, immediately alert escalation measures.
- Ensure substitute/replacement's onboarding to related topics is in place when primary contact is unavailable (e.g. vacation).
- Uphold strict adherence to confidentiality.

5. PURCHASING

Unless a bespoke contract has been agreed between Nordex and the supplier, for all orders and deliveries, the Nordex Group follows its terms and conditions of purchase as a general rule. Where a bespoke contract is used, those individual contractual provisions will take precedence over these terms. The "General Purchasing Conditions for Supplies and Services (GPC)" is accessible via Global Sourcing - Nordex SE (nordex-online.com). Unless otherwise agreed upon in writing by Nordex Group, the GPC will become an integral part of the contract once a purchase order is accepted. This means that other parties' terms and conditions, exclusions or additions will not apply, even if the Nordex Group does not expressly object to them.

5.1 Customs, Tax & Invoicing

The Nordex Group interprets its role as a fair taxpayer that adds value to society and is tax and customs compliant with all relevant obligations. Nordex Group encourages the same commitment from its suppliers.

To be compliant with all relevant legislation, the Nordex Group requires all invoices to include all the information set as mandatory by the EU VAT directive or national equivalent. Additionally, Nordex needs the following information for processing purchase orders and to enable correct tax coding and customs clearance:

- Customs code of the goods
- Place of origin
- Place of delivery
- Mode of transport

Additional information could be requested by Nordex Group depending on the local requirements.

The Nordex Group aims to reduce paper based invoicing procedures and may introduce electronic invoice processing as part of the EDI. When required by local regulation, suppliers shall work with standardized XML invoice format for intime VAT settlement. Such invoice shall be in accordance with the applicable law and the requirements stated above. Once we have scanned the invoice the time for agreed payment will start.



Supplier Manual

As an exporting company we must be able to provide technical data and to prove the origin of our goods to clients and authorities. If the material does not have EU origin, we need a (long term) supplier declaration for non-preferential origin according to article 59-61 Union Customs Code (UCC) or a certificate of origin.

The following information should be provided by supplier:

- Technical data-sheets (Net-, Gross weight, Dimensions)
- MSDS (Material safety data sheets, where necessary) in English and language of the country of delivery.
- Supplier declaration / Long-term supplier declaration according to article 61-66 Union Customs Code (UCC) of the EU regulation of 2015/2447, incl. HS-Codes.

5.2 Insurance

The supplier shall comply with all local compulsory or mandatory insurances required by law or by the authorities or other regulating bodies for the performance of the services ordered or the supply of the goods procured by the Nordex Group. This includes, but is not limited to, social security or other insurance requirements or mutual insurance funds. Nordex shall not be liable for the supplier's failure to comply with any such mandatory insurance requirements.

In addition to the mandatory insurances required by law or authorities, Nordex can request additional forms of backup to ensure the fulfillment of the liabilities of the contract. Such forms may include, but are not limited to avals, guarantees, sureties, retentions, or insurance policies. The supplier shall comply with any reasonable requests made by Nordex for such backup, provided that the cost of obtaining such backup is reasonable and proportionate to the value of the contract.

6. MATERIAL MANAGEMENT

The Nordex Group expects proactive and independent action from its suppliers. This includes the supplier independently confirming delivery dates, notifying potential delays, establishing and implementing contingency and/or improvement plans, communicating closely with the responsible material planner at Nordex Group before the delivery date, to allow the appropriate countermeasures be coordinated and initiated accordingly. Furthermore, an order confirmation is expected within a given timeframe after transmission for each order. If the supplier is systemically connected, electronic order confirmations [e.g. Electronic Data Interchange (EDI)] and the dispatch of an Advance Shipment Notice (ASN) are mandatory.

6.1 Order Process & Confirmation

Orders can be placed by email, fax, or digital connection / web portal (e.g. EDI). Minimum requirements for the notification include item identification, place and terms of delivery (INCOTERMS, if applicable), required date, quantity, and price.



 Supplier Manual

Supplier to provide acknowledgement of receipt to the Nordex Group to proceed. This includes:

- order confirmation number,
- confirmed delivery date,
- contact details of supplier,
- order number and item,
- Nordex Group material number, specification and revision,
- order quantity,
- price,
- payment terms and
- place and terms of delivery (INCOTERMS, if applicable)

Exceptions are given to suppliers in which a Schedule Agreement (SA) is established. SAs are authorized work to secure delivery reliability otherwise known as blanket or frame orders in which items, terms, suppliers, timeframes, pricing and payment terms among other topics are contracted. SA delivery schedules and forecasts are sent automatically as binding for suppliers to adhere to, if any objection to this demand is noted, suppliers to advise material planner within three (3) working days or otherwise stated in the agreement.

Order confirmation is closely monitored, with the duration clearly labeled on the Purchase Order (PO). The standard timeframe is within three (3) working days. For suppliers in which a Framework Purchasing Agreement (FPA) is in place, if no objections to the order are communicated by the supplier within this time (or otherwise specified in the agreement), the scheduled quantities and dates are automatically binding. Otherwise, order confirmation reminders are sent via email to reiterate the agreement made till the supplier responds in full. If the order confirmation and the order itself has not been received within two (2) weeks, Nordex Group is entitled to cancel the PO, unless otherwise stipulated. Further clarification regarding this process is outlined in the GPC.

6.1.1 Release Management Rules

The coordination after PO confirmation to delivery in full is divided into different release levels. These levels and the terms of management include but are not limited to:

- **Forecast:** Non-binding information provided by Nordex Group regarding demand, supplier to ensure availability of production capabilities and if capacity is identified to be unable to be met, to provide in writing within three (3) working days after receipt unless otherwise specified. Forecast is shared either utilizing excel or PDF (SAP) influencing how the release stages are triggered, monthly or weekly respectively, to be checked accordingly and if not objected, capacity considered confirmed.
- **Material Release:** release level in which Nordex Group accepts specified quantities of raw materials exclusively purchased by the supplier for deliveries to Nordex Group.



Supplier Manual

- **Production Release:** release level in which Nordex Group accepts specified quantities according to the delivery conditions and the supplier assures readiness for delivery as per scheduled dates.
- **Delivery Release:** release level in which Nordex Group accepts specified quantities, and the supplier delivers them according to the latest agreed schedule.

Other terminology related to the release levels:

- **Frozen Zone:** a specified period in which before adjustments to the order can be made, after which the order details are locked.
- **Preponement:** Nordex Group is able to prepone an order if before the identified lead time communicated by the supplier as mentioned in the GPC clause or other contractual agreements.
- **Cancellation:** Nordex Group is able to cancel at its discretion prior to full delivery as per the GPC clause or applicable.

6.2 Delivery Reliability

Agreed quantities and dates shall be met notwithstanding any public or religious holidays and/or other country-specific limitations, such as weekend transport prohibitions, extended weekend transport prohibitions during the holiday periods etc. On-Time and In-Full (OTIF) deliveries are expected. Adhering to agreed delivery timelines avoids disruptions and keeps operations running smoothly.

OTIF shall be calculated according to Nordex Group specific agreements depending on the supplied material.

In case of over-delivery compared to the ordered quantities, Nordex Group reserves the right to refuse acceptance of the delivery and return it at the expense of the supplier.

6.2.1 Supplier Performance Evaluation

Feedback is essential to improvement, therefore, to support the loop Nordex Group conducts an evaluation of its suppliers. Utilizing the above equation for OTIF, a grading scale categorizes performance (Table 01).

Value in %	Supplier Category	OTIF Classification
100 till >= 90	A	1
< 90 till >= 75	B	2
< 75 till >= 60	C	3
<60	D	4

Table 01: Supplier performance categorization



Supplier Manual

Monitoring is done monthly, with material planners communicating (e.g. through email) the grading and details of the process to suppliers. Supplier Corrective Action Request (SCAR) form will be submitted to a supplier with out-of-target results. Suppliers who routinely receive unfavorable ratings (e.g. twice or more in consecutive months) will be further reviewed by sourcing and material planners with decisions regarding corrective measures to be taken accordingly. The intention is to conduct a root cause analysis (e.g. 8D process) of the delay and inquiry regarding performance improvement measures.

6.3 Traceability

Stringent measures are to be taken to ensure deliveries. To support this activity, inclusion of traceability measures to reliably locate deliveries is expected. When material is shipped, delivery note, real pickup date, airbill number/vessel number/tracking number and possible ETA are to be shared with Nordex Group. Status of shipment is to be provided weekly (e.g. by email or in weekly joint supplier meetings) unless otherwise specified until material is received in full.

6.4 Contingency Plan

Implementation of full delivery preparedness is expected. Taking into account all disruptive eventualities known in the industry (e.g. raw material buffers for preventive maintenance of equipment) as well as potential force majeure (e.g. expropriation or confiscation of facilities, war, rebellion or sabotage, fires, floods, explosions, riots, strikes, epidemics or pandemics, unusual and unavoidable weather conditions). The supplier shall establish and test back-up plans and provide upon request. Additionally, Nordex Group reserves the right to audit and test such plans by stakeholders. When a situation presents itself, the supplier shall communicate and action said plan accordingly.

6.5 Delay Claims Process

Contingency plans are to be in place to mitigate any potential delays. However, if a delay is identified by the supplier, immediate notification is required. If required, after management of the delay by the material planner, an escalation process (First with Nordex Group global lead function and afterwards with global sourcing manager and director) will be followed. When the delivery arrives after the agreed date, a claims process is initiated.

The delay claims process is conducted with the issuance of a non-conformity. Nordex Group intends to recover the financial impact caused due to the deviation in the material management process. The typical process involves issuing a Notification of Defect to the supplier within a defined timeframe (usually within three (3) days) after which the supplier is required to issue an affirmative response accepting the costs outlined, with no answer deemed acceptance.

The reimbursement is negotiated by the material planner. If a Quality Assurance Agreement (QAA) or FPA are in place, those shall be referred to reflecting the bounds of economic impact, otherwise reference is given to the GPC depending on PO value and extent of delay unless agreed separately.

6.6 End of Production Management

Suppliers are required to track the end of production date, communicate and coordinate with Nordex Group respectively. Announcement and management of this date aids in minimizing over supply risk and buildup of obsolete materials as it serves to inform of discontinued availability. A phase out plan (option to re-plan schedule deliveries, timeline, etc.) and attributed costs to be aligned as well as intention for closure inventory. Opportunity for last buy option to be provided by the supplier.

When informing, include all relevant information pertaining but not limited to changes, replacements or substitutes if applicable. As we strive to innovate, change is inherent, thus important to closely align as this notification has a direct impact on production and our partnership.

7. QUALITY MANAGEMENT

Our vision for all Nordex Group suppliers is to implement and maintain a quality system that allows them to produce and deliver to Nordex Group globally competitive products and services clearly seen by our customers as superior in performance and value.

7.1 Supplier Quality System

The supplier commits to implement and maintain a Quality-Management-System (QMS) with the obligation of zero failure target and continuous improvement processes according to international standards DIN EN ISO 9001. The supplier also commits its sub-suppliers to implement and maintain an equivalent Quality-Management-System to ensure the defect-free nature of the parts delivered. Within this agreement the supplier acknowledges to meet the requirements and aim his processes to DIN EN ISO 9001.

7.2 Supplier Audit

The Nordex Group and its customers reserve the right to verify product and process conformance by performing audits at the supplier. In special cases, Nordex Group might raise the request to audit a sub-supplier. Nordex Group and the supplier will align on timing and scope of the audit with sufficient notice. The supplier is required to provide access to all production areas, testing facilities, warehouses and other relevant areas during normal business hours, as well as to view all applicable Quality and Health, Safety and Environment related documents.

The supplier has the right to limit the extent of the audit as appropriate in order to protect its intellectual property and know-how.

Nordex Group is under the obligation to treat gained information as confidential, including any information from and in regard to sub-suppliers.



Supplier Manual

As far as deviations are determined, the supplier is responsible for the implementation of containment and corrective actions within the agreed deadlines and to report the progress to Nordex group in the agreed frequency.

7.3 Advanced Product Quality Planning

Product quality is already influenced during the planning and development phase.

The supplier must have a defined product development process and the basic principles of APQP4Wind must be maintained as a common standard where appropriate. Within the review of the contracts, the supplier must prove all documents, drawings, specifications, CAD-data of technical feasibility. Nordex must be informed about all identified failures or risks immediately.

During product planning and in development phase, the supplier must use quality prevention tools like feasibility analysis, capability analyse, machine capability analyses, FMEA etc. Experiences (process flows, process data, machine capability etc.) are taken into consideration. The special or critical characteristics of Nordex Group and their customers as well as all process-critical characteristics of the supplier must also be considered.

The feasibility and risk analysis are an integral part of the quotation or order confirmation and must be provided by the supplier.

7.4 Production Part Approval

The product and process approval is carried out according to sample planning and project requirements in the form of an initial sample test report. In every phase of the project realization the supplier is fully responsible for his products and services.

The initial sample test report is the confirmation that a manufacturing process is ready to produce parts consistently meeting all customer requirements for series production. Initial samples are taken from the series production process and must be delivered to Nordex Group in series packaging.

If the initial samples and the submitted PPAP documentation meet the requirements, written approval by Nordex Group will be given. A series delivery may only be started once the approval from Nordex Group has been given.

The approval of the initial sample test report is not an approval of a deviation, an approval for hidden defects or an approval of deviations that were not shown or determined during the initial sampling. Later complaints as well as the withdrawal of the release are possible.

7.5 Technical Change Management

The supplier assures that all Nordex requirements and all related standards and specifications in all drawings and purchase order texts are existent in the latest versions, proofed regularly and are observed continuously by supplier. Recognizing that managing change is of critical importance, the supplier must



Supplier Manual

notify Nordex Group and request approval prior to the implementation of changes related to:

- Product design
- Technical data and / or specification
- Manufacturing methods, processes and materials (also with regard to sub-suppliers)
- Inspection and testing methods / facilities
- Sub-suppliers
- Relocation of production

The process for approving a change will generally be as follows: When requesting a change, make sure to include all relevant information. Nordex Group will review the request and may approve, reject, or approve with conditions based on the impact of the change on manufacturing and customer requirements. Approval does not mean the supplier can ship products, but it allows for coordination of PPAP submission.

Suppliers shall never implement changes and ship such products before receiving full PPAP approval from Nordex Group.

In case a supplier has implemented an unauthorized change and Nordex Group and/or its customers have been negatively impacted, the supplier will be responsible for compensating Nordex Group for all associated costs.

7.6 Handling of Complaints

Nordex Group will immediately notify the supplier if non-conforming products or material are found and issue an official complaint. Where complaints regarding defects or nonconformities are not entered immediately, they can nevertheless be asserted later by Nordex Group. A product or material is non-conforming if deviations to agreed specification or requirements are noticed.

The process for dealing with non-conformities will generally be as follows: Non-conformities can be found during incoming goods inspection, in the warehouse, during production, by Nordex Group customers, or in the field. If a non-conformity is found, suppliers should take immediate containment actions, analyze the root cause, introduce corrective actions, and validate the effectiveness of the process. Nordex Group may request a documented problem-solving process (8D Report) to document all actions taken. Complaints can be initiated during serial production or in the project phase.

All costs related to claims (e.g. scrap, sorting, re-work, additional cost of freight, administrative costs or 3rd party support) will generally be covered by the party causing such costs.

7.7 Deviation Requests

In the event of deviations from the specification, a deviation request must be obtained before delivery. The supplier is only entitled to deliver products that



 Supplier Manual

deviate from Nordex Group specifications if supplier has obtained prior written consent from Nordex Group.

Deliveries are to be marked with additional labels on all carriers with reference to the deviation approval.

The supplier must define and implement sustainable corrective actions to ensure future deliveries against define specifications.

7.8 Supplier Evaluation

Nordex Group systematically evaluates the performance of its supplier based on standardized product and process quality performance indicators.

The Supplier Rating allows the identification of possible improvement actions and is a basis for a continuous improvement of Supplier 's performance.

Nordex Group expects Supplier to distribute the results of the Supplier Evaluation to all involved members of Supplier 's staff and to take appropriate actions to improve the performance sustainable.

8. LOGISTICS

Unless otherwise stipulated in the PO, the items named in the respective PO ("Supply Items") shall be delivered DDP at the place designated in the PO unless otherwise communicated.

For further information about Delivery, Transfer of Risk, Delay please review chapter 16 of the "General Purchasing Conditions for Supplies and Services (GPC)".

8.1 General Packaging Requirements

Proper selection, design and construction of the packaging for Nordex Group components is of high importance for a damage-free transport from production sites of our suppliers to the respective delivery location of Nordex Group as well as during storage. The packaging must adhere to mechanical, climatic, biotic and chemical requirements during transport, handling and storage for a period of 6 months. For detailed information on packaging such as load carriers, corrosion protection, transport and storage please **pay attention to the corresponding Nordex Logistic Specification**. In case there is no individual Logistic Specification for a specific component the "standard packaging specification" (2001018EN LOG-SPEC Standard Packaging) must be followed.

The supplier is responsible for the packaging and should always adhere to the following general guidelines when selecting the packaging:

- **Safe packing:** The components must be securely packed according to their function and protected against any kind of damages or corrosion during loading, transport and unloading. The packaging and stuffing must be done

in such a way that there is no danger of slipping or falling over. Furthermore, exposed nails are not allowed at any part of the packaging to avoid the risk of injury while packing, handling and unpacking.

- **Visual inspection:** Each supply chain member needs to visually inspect the integrity of the load carrier and the packaging. In case of deviations, Nordex must be informed.
- **Non-mixed:** Loading units must be non-mixed (contain materials with the same material number only), except load carriers that contain multiple separated packaging boxes for small materials. Never mix packaging boxes for small materials and unpacked components on the same load carrier.
- **Waste reduction:** For economic and ecological reasons, packaging waste should be avoided. Reusable packaging is generally preferable to disposable packaging. If reusable packaging cannot be used, recyclable materials should be used for packaging (e.g. cardboard instead of plastic foil).
- **Multiway transport tools:** The return process of multiway transport tools must be clarified with the local Nordex plant individually.
- **Overseas transport packaging:** For overseas transports the components must be stored in closed boxes/cages that can be accessed by forklifts from at least two sides. All used wooden materials must be according to ISPM-15-standard (IPPC-label).
- **ESD packaging:** Components which are sensitive to electrostatic discharge must be given appropriate ESD packaging according to guideline EN 61340-5-2.
- **Load securing:** The supplier / forwarder is responsible for safe transport and load securing according to all current laws and rules of the respective location and country. The lashing equipment must be selected by the supplier / forwarder.

8.2 General Labelling Requirements

Correct labelling is absolutely necessary to enable the identification of the material. The labelling consists of different labels and documents which are described in the following. In addition the electronical delivery data transfer AVIS can be used to provide the requested information. (follow clear label guidance securing 100% traceability and digitalization)

Individual Label (Number Plate) – for serial number requiring materials only

Each single component (apart of small parts that do not have a Number Plate) must be labeled according to the technical drawing. The label contains the following information:

- Nordex material number (ERP code) requested by each factory
- Serial number
- Vendor code
- Supplier batch number of all containing materials – if existing
- Expiration date – if existing

Box Label – for small materials packed in boxes only

Each packaging box (cardboard or kanban box) must be labeled on the outside of the packaging. For the kanban boxes the label must be placed in the label holder at the front of each box and for cardboard boxes the label must be attached to the top (must be readable from above). The label must be written in English and contain the following information:

- Name of supplier
- Material description (according to the order)
- Nordex material number
- Quantity of containing materials
- Serial numbers of all containing mat. (as number and as EAN barcode) – if existing
- Supplier batch number of all containing materials – if existing
- Expiration date – if existing

Pallet Label

Each load carrier (EURO / CP5 pallet or special pallet) must be labeled on the outside of the load carrier on one of the short sides. The label must be written in English and contain the following information:

- Name of supplier
- Delivery note number
- Material description of all containing materials (according to the order)
- Nordex material numbers of all containing materials
- Quantity of containing materials
- Gross weight and net weight of the loading unit (pallet)
- Serial numbers of all containing mat. (as number and as EAN barcode) – if existing
- Supplier batch number of all containing materials – if existing
- Expiration date – if existing

Delivery Note

Each delivery must be labeled with a delivery note attached to the outside of the packaging on one of the load carriers that belong to the delivery in waterproof and resealable delivery note pocket. The delivery note must be written in English and contain the following information:

- Name of supplier
- Name and address of the supplier
- Supplier number
- Name and address of recipient (Nordex)
- Nordex order number (if available also as EAN barcode)
- Delivery note number
- Shipping date
- Material description of all delivered materials (according to the order)



Supplier Manual

- Nordex material numbers of all delivered materials
- Supplier material numbers of all delivered materials
- Quantity of load carriers (pallets) that belong to the delivery
- Quantity of all delivered materials
- Gross and net weights of all delivered loading units (pallets)
- Serial numbers of all containing mat. (as number and as EAN barcode) – if existing
- Supplier batch number of all containing materials – if existing
- Expiration date – if existing
- Country of origin of the materials

In addition to the described labelling components with prototype status must be marked as "Prototype" and components with 0-series status must be marked as "0-Series" on the corresponding Box Label.

Dangerous / hazardous goods must be marked according to the international labelling guidelines for hazardous goods depending on the recipient country (CLP-Regulation 1272/2008 can be used as reference).

9. CLOSING REMARKS

The Nordex Group would like to extend our sincerest appreciation for your continued partnership and support. Your resolute dedication to delivering high-quality materials and services has been instrumental in our success.

If you have any innovative ideas or suggestions to optimize our supply chain efficiency or improve collaboration, we welcome your input. Let's work together to enhance our collective performance.



Supplier Manual

11. ASSOCIATED DOCUMENTS

Document	Location
Code of Conduct for Contractors and Suppliers	Sustainability - Nordex SE
Human Rights policy	Sustainability - Nordex SE
Diversity & Inclusion policy	Sustainability - Nordex SE
Whistleblower System Policy	Sustainability - Nordex SE
QHSE policy	Sustainability - Nordex SE
Hazardous Materials Corporate Standard	Sustainability - Nordex SE
Life Saving rules	Sustainability - Nordex SE
General Purchasing Conditions (GPC)	https://www.nordex-online.com/es/global-sourcing/